



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

February 26, 1976

Application Number

4170-002

1. Agency Address

Department of Education
Division of Planning and Development
Proprietary School Standards Unit
Room 312, 12 Mitchell St., Atlanta, Ga.

FOR RECORDS MANAGEMENT USE

Application Number

76-97

Date Received

MAR 12 1976

Date Completed

MAR 26 1976

2. Person to Contact

William L. Trussell

Working Title

Supervisor, Proprietary School Standards 656-2538

Telephone Number

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1972

to date

5. Records Series Title (followed by title used in office, if different)

PROPRIETARY SCHOOLS ADMINISTRATIVE FILES

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Division of Planning and Development provides administrative support for the Office of Adult and Vocational Education in areas of comprehensive planning, securing federal vocational funds, overseeing the proprietary school program, monitoring vocational fiscal affairs, coordinating vocational facility construction, approving local system requests for vocational equipment purchases, and evaluation of applicants' qualifications for vocational teaching certificates.

The Proprietary School Standards Unit regulates the establishment and operation of certain proprietary schools as provided by the Georgia Proprietary School Act (32-2301B).

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: Enrolling specific criteria Schools as Proprietary Schools.

Included are: Narrative Summary; Reapplication Form for Certificate of Approval of a Proprietary School, Part I (DE Form 0364); Application for Certificate of Approval, Part II, Exhibit A- Personnel Data Inventory (DE Form 0369); Application for Certificate of Approval, Part II, Exhibit E- Program of Instruction Outline; Proprietary School Bond (DE Form 0187); Compliance Report; school catalogues; veterans information; copy of enrollment agreement; information on the policies and procedures of the school, including placement service; and financial statement.

File is arranged: Alphabetically by school.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 4; Seven to twelve months old 4; Thirteen to twenty-four months old 4;
twenty-five months and older 0?

9. Annual Rate of Accumulation of Records

Letter-size drawers 1; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	5	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

This file is needed to assist the State Department of Education if the school closes and requests permission to reopen at a later date, to help determine school compliance with the Proprietary School Act, and to assist with any type investigation as desired by other state agencies.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each;

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____

☒ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

The Archives has determined that these records have historical research value.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>W. L. Lurray</i>	3/11/76	<i>Walker L. Baumgardner</i>	3/11/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>William M. Dixon</i>	3-25-76
		Secretary of State/Designee <i>Carroll Hart</i>	3-24-76
		Attorney General/Designee <i>Robert H. Sheel</i>	3-24-76